



## Procedure to Request Staff and Student Carpool Priority Permits

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## PROCEDURE

To support the adoption of carpooling by Unitec staff and students Unitec will provide priority carpool car parking spaces on campus. A minimum of 1% of all car parking spaces will be allocated as priority carpool parking spaces at all times in accordance with Greenstar Education Design and Built- TRA-2 Fuel Efficient Transport requirements.

These spaces will be able to be used by staff and students that have completed a [Request for Staff and Student Carpool Priority Permit Form](#) confirming that they will be travelling with a minimum of 1 other Unitec staff or student to campus. All Unitec carpool participants must complete this form.

- i. The request for Staff and Student Carpool Priority Permit Form will be provided on-line on the intranet, corporate and student websites.
- ii. Once the form is completed the applicant is advised to pick up their permit from the closest Student Central.
- iii. Student Central staff will check the list of completed forms and allocate a numbered permit, noting that this has been issued.
- iv. Permit holders must display at least two permits on their dashboards at all times when parking in priority carpool spaces.
- v. Any vehicle parked in a priority carpool space and not displaying a valid carpool priority permit will be subject to the provisions of section 3.4 of the [Vehicle Use Safety and Parking Statute](#).
- vi. The Environmental Sustainability Manager will monitor and report on the number of permits issued quarterly and review the uptake of carpooling and use of these spaces annually.

## REFERENCE DOCUMENTS

- [1] [Unitec Let's carpool Registration Page](#)
- [2] [Map showing location of Mt Albert priority carpool car parking spaces](#)
- [3] [Request for Staff and Student Carpool Priority Permit Form](#)
- [4] [Vehicle Use Safety and Parking Statute](#)

## DOCUMENT DETAILS

<b>Version:</b>	1	<b>Issue Date this Version:</b>	15/04/2013
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**AMENDMENT HISTORY**

Version	Issue Date	Reason for Revision	Approved by
1	15/04/2013	Brand new document – 1st edition. Procedure created to explain process for issuing priority carpool spaces	Executive Director, Finance & Infrastructure